

Department of Mental Health and Addiction Services
Southwest Connecticut Mental Health System
JOB OPPORTUNITY
Head Nurse (Bilingual) – SW28226
Clinical Services

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public

Location: Greater Bridgeport Community Mental Health Center, 1635 Central Avenue, Bridgeport, CT 06610

Program/Unit: Clinical Services

Salary: (HC 24) \$59,089 - \$80,010

Shift/Schedule/Hours: 1st shift, 8:30 a.m. – 4:00 p.m., Monday through Friday, 35 hours per week.

Posting Date: June 5, 2015

Closing Date: June 11, 2015

Duties may include but not limited to: Leads the planning of and ensures the effective delivery of nursing care in the Outpatient Services/clinical services and medication clinic unit; utilizes various nursing methods and interventions for individualizing the nursing plan of care based on the patient's needs and preferences; plans workflow and determines priorities; schedules, assigns, oversees and reviews work; makes recommendations for personnel actions such as selection, discipline and performance; conducts or assist in performance evaluations; leads professional and paraprofessional nursing staff in provision of client care; maintains and promotes standards of nursing; Ensures along with the interdisciplinary team that clients comply with medication and treatment regimen. Comply with Joint Commission, CMS, and the standards of the facility; identifies staff development needs; provides orientation for new staff as well as ongoing training and assistance; instructs staff regarding policies and procedures as deemed appropriate; participates in interdisciplinary meetings to promote and ensure adjustment and continuity of client care programs; responds to emergencies; may make recommendations on policies and standards; complies with the policies and procedures of DMHAS and the facility and performs other related duties as required.

General Experience and Training: Two (2) years of experience as a Registered Professional Nurse.

Special Experience and Training One (1) year of the General Experience must have been working with the type of patients and/or clients serviced by the agency.

Substitution Allowed: A Bachelor's degree in Nursing may be substituted for one (1) year of the General Experience.

Special Requirement: Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut. **Incumbents in this class must be bilingual Spanish speaking.** Must possess, retain, and carry valid Motor Vehicle Operator's License. Travel in the community is required.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status or candidates who possess the general and special experience and training may apply.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number found on the posting** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Head Nurse applying to a Head Nurse posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. All applicants must submit three (3) letters of supervisory reference, a copy of any license or certification and their two most recent performance appraisals.

PLEASE SEND APPLICATIONS TO:

Southwest Connecticut Mental Health System
Human Resources, 1635 Central Avenue, Bridgeport, CT 06610
Fax: (203) 551-7674
Email: SWCMHS.recruit@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply.